Process
Emergency Purchase Requisitions

Purpose/Background
This document details how Purchase Requests (PRs) are to be processed during the shutdown period during the time SAP is down for FY 2008 closeout and is reopened for FY 2009. During this interim period only emergency, mission critical, PRs will be approved for release. Emergency is defined as affecting: safety and health, risk of life, the destruction of property, and aircraft on ground. Mission critical is defined as affecting the mission such that the launch opportunity is compromised or lost. In order to process a PR during this interim, all required SAP information must be obtained. This process is for actions where no SAP purchase request exists and an emergency award is anticipated to be processed during the down time.

Process Owners
Ken Winter, Chief Financial Officer
Kerry Christian, Deputy Chief Financial Officer – Financial Management Office
Catherine Prohaska, Deputy Chief Financial Officer – Resources

Process/Steps
During the shutdown period, if a customer has an emergency that requires a procurement action, he/she will prepare a request by following the steps in this document. Note that this document is one of many used to fulfill this process. Other documents are referenced in these steps.

Purchase Request
During the interim process, PRs must contain all data necessary for SAP processing in order to facilitate accurate loading into SAP upon FY 2009 start-up. Follow the steps below in order to process the PR.

1. Fill out a **LaRC Emergency Purchase Requisition Form**. Included on this form are all necessary SAP information and a place for signatures.

2. Complete a **Justification Form** and attach it to the Emergency PR Form. Obtain approval of the Organizational Unit Manager for the emergency purchase. Obtain Office of Procurement (OP) approval of the Mission Critical Statement of Justification. Contact Richard Siebels (4-2418) to arrange an appointment for the review of the Mission Critical Statement of Justification. OP will assign a tracking/purchase request number to the request. Tom Weih (4-3878) will act as backup for Richard Siebels.

3. Obtain signatures from all persons listed in the release strategy. The release strategy for supplies and services are shown below:

					RELEASE STRATEGIES for Emergency Processing			
					Functional Approvals			
GOODS & SERVICES – requiring special approvals	(Step 1) Initiating Office/ Competency	(Step 2) Obtain Justification for Emergency	(Step 3) Special Approvals	(Step 4) Logistics (between 1:30-2:30pm)	(Step 5) Resources Management (between 1:30-3:30pm)	(Step 6) Finance (between 1:30-3:30pm)	(Step 7) Finance (between 1:30-3:30pm)	(Step 8) Procurement
QA	PR Initiator	as identified on justification form	QA Sandra Keyes (B1232, R263) Backup Jose Caraballo, (B1232, R 305)	Harry Schinkel (B1206, R122) Backup Michelle Leboff (B1206, R103)	Carolyn Carey (B1195,R178) Backup - Gail Blow (B1195, R1000)	Dennis Williams (B1195,R2043) Backup Robert Horne (B1195, R2031)	Robert Lowe (B1195,R2044)	Richard Siebels (B1195A, R211) Backup Tom Weih (B1195A, R210)
IT	PR Initiator	as identified on justification form	IT Patti Deyerle (B1268A, R1133) Backup Marilou Phillips, (B1268A, R1128)	Harry Schinkel (B1206, R122) Backup Michelle Leboff (B1206, R103)	Carolyn Carey (B1195,R178) Backup - Gail Blow (B1195, R1000)	Dennis Williams (B1195,R2043) Backup Robert Horne (B1195, R2031)	Robert Lowe (B1195,R2044)	Richard Siebels (B1195A, R211) Backup – Tom Weih, B1195A, R210
Safety	PR Initiator	as identified on justification form	Safety Pat Cowin, (B. 1232, R. 305) Backup Jose Caraballo, (B1232, R 305)	Harry Schinkel (B1206, R122) Backup Michelle Leboff (B1206, R103)	Carolyn Carey (B1195,R178) Backup - Gail Blow (B1195, R1000)	Dennis Williams (B1195,R2043) Backup Robert Horne (B1195, R2031)	Robert Lowe (B1195,R2044)	Richard Siebels (B1195A, R211) Backup – Tom Weih, B1195A, R210
Construction	PR Initiator	as identified on justification form	Construction Doug Smith (B1248, R116) Backup Jose Caraballo (B1232, R 305)	Harry Schinkel (B1206, R122) Backup Michelle Leboff (B1206, R103)	Carolyn Carey (B1195,R178) Backup - Gail Blow (B1195, R1000)	Dennis Williams (B1195,R2043) Backup Robert Horne (B1195, R2031)	Robert Lowe (B1195,R2044)	Richard Siebels (B1195A, R211) Backup – Tom Weih, B1195A, R210

See Next Page for continuation of release strategy for PR's NOT requiring special approvals noted above.

NASA PR'S NOT REQUIRING SPECIAL APPROVALS	(Step 1) Initiating Office/ Competency		(Step 2) Obtain Justification for Emergency		(Step 3) Special Approvals		**Functional Approvals**									
							(Step 4) Logistics (between 1:30-2:30pm)		(Step 5) Resources Management (between 1:30-3:30pm)		(Step 6) Finance (between 1:30-3:30pm)		(Step 7) Finance (between 1:30-3:30pm)		(Step 8) Procurement	
Goods	PR Initiator	→	as identified on justification form	→	**N/A**	→	Harry Schinkel (B1206, R122) Backup Michelle Leboff (B1206, R103)		Carolyn Carey (B1195,R178) Backup - Gail Blow (B1195, R1000)		Dennis Williams (B1195,R2043) Backup Robert Horne (B1195, R2031)	→	Robert Lowe (B1195,R2044)	→	Richard Siebels (B1195A, R211) Backup – Tom Weih, B1195A, R210	
Services	PR Initiator	→	as identified on justification form	→	**N/A**	→	**N/A**	→	Carolyn Carey (B1195,R178) Backup - Gail Blow (B1195, R1000)		Dennis Williams (B1195,R2043) Backup Robert Horne (B1195, R2031)	→	Robert Lowe (B1195,R2044)	→	Richard Siebels (B1195A, R211) Backup – Tom Weih, (B1195A, R210)	

4. Proceed to Resources Management (Carolyn Carey B1195 Room 178) to verify the availability of adequate funding and adherence to Continuing Resolution guidance. She will be available between the hours of 1:30 and 3:30 p.m. daily, to approve the funding for these requests. Determination of program authority availability will be coordinated with the Financial Management (FM) office. Gail Blow B1195 (Room 1000) will act in backup capacity to Carolyn Carey.

5. To assure the request is properly processed, the requisitioner will personally hand deliver the Emergency PR Form and Justification Form to the OCFO, Dennis Williams (FMAB), Building1195, Room 2043 between the hours of 1:30 and 3:30 pm for certification of funds availability. After funds certification, the requisitioner will hand deliver the documentation to Robert Lowe (FMSB), Building 1195, Room 2044, between the hours of 1:30 and 3:30 pm. It is extremely important that the requisitioner hand deliver the PR form through the process in order to immediately respond to any issues that may arise. Dennis Williams will certify funds availability and Robert Lowe (FMSB) will be responsible for verifying the required information is present on the PR. The requisitioner will wait while funds are certified and data on the PR is verified. If any information on the PR is incorrect, FM will reject the PR and return it to the Requisitioner for correction. When the information has been corrected, the requisitioner may return to this step.

6. Robert Lowe (FMSB) will obtain Financial Management DCFO approval, make a copy and return the original to the requisitioner.

7. Robert Lowe (FMSB) will fax a copy of the request to Durwood Bradshaw in Receiving at fax number 4-9399. His phone number is 4-3556. FM will keep a copy of the Emergency PR with the attachments in the Interim PR file until the documents can be posted in SAP.

8. The requisitioner will hand carry the original Emergency PR and justification to Richard Siebels in OP (Bldg. 1195A, Room 211) for distribution to the appropriate Contracting Officer.

9. FM will also maintain a log of the interim PRs and will update manual funds control worksheets as needed.

10. The Office of Procurement will be responsible for maintaining the original copy of the Emergency PRs.

11. ***PR initiator's/Requisitioner's will be responsible for entering their own PR's into SAP immediately upon SAP coming up for FY 2009 processing. All emergency PR's approved during the shutdown period must be entered into SAP before any other PR's can be entered. The emergency PR Tracking Number shall be entered in a text field in the SAP PR.***

12. Dennis Williams (FMAB) will verify that all emergency PRs have been entered into SAP prior to the close of period 1.